

Message Text

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44

ACTION SY-05

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FM AMEMBASSY KUWAIT

TO SECSTATE WASHDC 4327

UNCLAS KUWAIT 5342

FOR SY

E.O. 11652 N/A

TAGS: E.O. 11652 N/A

TAGS: ASEC

SUBJ: SECRETARIES FOR SY PERSONNEL

REF: STATE 297923

1. OAKLEY, GLADYS E., FULL TIME SY SECRETARY, NO. 50-043.
2. BRIDGEWATER, IRVIN L., III, REGIONAL SECURITY OFFICER, NO. 56-041. DURING FIRST THREE QUARTERS OF THIS CALENDER YEAR MRS. OAKLEY HAS WORKED APPROXIMATELY 25 PERCENT OF HER TIME FOR THE ROS; IN THIS QUARTER SHE HAS WORKED 50 PERCENT OF HER TIME FOR THE RSO. RSO PREDICTS TIME WILL AVERAGE THROUGHOUT NEXT CALENDAR YEAR 40-45 PERCENT.
3. A) MANDERSCHIED, GERALD E., ADMINISTRATIVE OFFICER, NO. 50-020
B) MCKINNON, CHARLES L., B&F OFFICER, NO. 53-042
C) HUTCHINS, DEANE L., RMO. NO. 59-045
D) KOGO, LINDY M., GSO. NO. 52-028
MRS. OAKLEY'S WORKLOAD FOR THE ABOVE OFFICER HAS FLUCTUATED ANYWHERE BETWEEN 25-40 PERCENT OF HER TIME; THIS SHOULD STABLIZE TO 40-45 PERCENT IN NEXG CALENDAR YEAR.
4. COMMENTS PARA TWO AND THREE ABOVE RE INCREASE IN TIME FROM 25 PERCENT TO FULL 40-45 PERCENT IN BOTH RSO AND ADMIN SECTIONS ARE REALISTIC. CONSIDERING HIS PROJECTS WORKLOAD RSO EXPECTS HIS 50 PERCENT OF UTILIZATION TO CONTINUE THROUGH MARCH 1976
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WITH TAPERING OFF TO AVERAGE 40-45 PERCENT DURING REMAINING

CALENDER YEAR. MRS. OAKLEY HAS RECENTLY ASSUMED ADDITIONAL
RESPONSIBILITIES WHICH WILL RESULT IN HER WORK FOR THE
ADMINISTRATIVE SECTION INCREASING TO THE 40-45 PERCENT LEVEL.
STOLTZFUS

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